

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

USAFACFS Regulation
No. 614-1

9 October 2001

Assignments, Details, and Transfers
OFFICER MANAGEMENT

Further supplementation by subordinate commanders is prohibited unless specifically approved by Headquarters, USAFACFS.

1. PURPOSE.

- a. To establish procedures for the assignment/reassignment of permanent party commissioned/warrant officers arriving at or currently assigned to this installation.
- b. To provide guidance to commanders on their responsibilities reference permanent party commissioned/warrant officers arriving at or currently assigned to this installation.

2. SCOPE. This regulation applies to U.S. Army permanent party commissioned and warrant officers and is applicable to all agencies, commands, activities, and organizations assigned or attached to the United States Army Field Artillery Center and Fort Sill (USAFACFS).

3. RESPONSIBILITIES.

- a. Major Subordinate Commanders (MSC) are responsible for--
 - (1) Ensuring effective management occurs for all assigned officers, affording each the opportunity to excel. Management will comply with DA Pam 600-3 and DA Pam 600-11.
 - (2) Providing counseling to assigned commissioned/warrant officers concerning the challenging opportunities of an Army career during a period of reduced resources.
 - (3) Assigning officers to specific duties and job responsibilities.

*This regulation supersedes USAFACFS Reg 614-1, 27 July 2001.

(4) Appointing a sponsor and assuring a timely welcome letter is provided to each incoming commissioned/warrant officer.

(5) Coordinating with Officer Mgt on permanent party officers requiring reassignment for professional development needs. Officer Mgt will coordinate with the losing/gaining unit and provide reassignment orders after the commissioned/warrant officer has been identified for movement.

(6) Informing Officer Mgt of battery command slatings to help ensure our most senior officers command first.

b. Officer Mgt is responsible for--

(1) Preparing and maintaining this regulation.

(2) Staffing the TRADOC Officer Distribution Plan (ODP). Preparing recommendations for the Chief of Staff, USAFACFS, obtaining the Commanding General's approval, and issuing the ODP to the TRADOC account.

(3) Serving as the installation's single point of contact for officer strength management with PERSCOM.

(4) Recommending assignments as determined by unit mission, installation ODP requirements, and officer professional development needs.

(5) Coordinating field grade officer assignments for approval by the Commanding General at least 90 days from the officer's scheduled reporting date. Coordinating company grade assignments for approval by the Chief of Staff at least 90 days from reporting date.

(6) Preparing welcome letters for signature by the Commanding General and Chief of Staff, USAFACFS.

(7) Responsible for notifying the MSC of a commissioned/warrant officer's pending assignment.

(8) Publishing orders for future reassignments, within Fort Sill.

(9) Coordinating with the appropriate branch manager at PERSCOM, for stabilization of a commissioned/warrant officer prior to a contemplated intra-post reassignment.

(10) Providing a monthly review of commissioned/warrant officer strength figures, including current operating strength, projected gains, and critical shortages.

(11) Conducting appropriate levy briefings and preparation of PCS orders for all

departing officers.

(12) Notifying eligible officers of upcoming schools (SSC, CGSC) and battalion/brigade level command selection boards. Officer Mgt is also responsible for preparing the statistical analysis concerning the results of each board. Military Personnel/AG notifies eligible officers and conducts analysis of promotion boards.

(13) Preparing reports for submission to DA, FORSCOM, and TRADOC concerning personnel strength, special skills, and command data.

(14) Ensuring continuity between the Fort Sill and PERSCOM Officer Management databases.

(15) Preparing and distributing a monthly combined command slate based on date provided from the G-1's.

4. POLICIES FOR OFFICER DEVELOPMENT.

a. Officer Mgt will manage all officers assigned to Fort Sill.

b. Assignments are determined by unit mission, installation ODP requirements, and officer professional development needs. The first goal of assignment flow on the installation is to meet each officer's professional development requirements on time 1 year in command for captains prior to PZ board for major and 24 months in a combination of branch qualifying positions at battalion and/or brigade level for those officers selected into the operations career field for MEL 4 majors prior to PZ board for lieutenant colonel). Our second goal is to maximize the officer's time on station at Fort Sill.

c. Officer Mgt will maintain IIId Armored Corps Artillery officer personnel strength to ODP provided by FORSCOM. Priority for installation excess in the ranks of colonel through captain is to TRADOC assignments. Priority for installation excess in the rank of lieutenant is to FORSCOM assignments. Commanding General may approve exceptions.

d. Time-on-Station (TOS) at Fort Sill is 24-48 months. Chief of Staff approves requests from PERSCOM for stabilization breaks for field grade officers with 30 to 36 TOS and all company grade officers with TOS of less than 36 months. Commanding General approves requests for stabilization breaks of less than 30 months TOS for field grade officers and all company grade decisions when one MSC nonconcurs with the request.

e. Commanding General approves all field grade assignments on the installation.

f. Chief of Staff approves all initial assignments and reassignments of company grade and warrant officers between FORSCOM and TRADOC accounts.

g. Officer Mgt will manage nonbranch qualified (NBQ) majors by year group and TOS. They will establish a Fort Sill priority list using this criteria for BQ assignments.

h. Officer Mgt will distribute Military Education Level 4 (MEL 4) officers equitably. They will assign/reassign MEL 4 officers based upon their professional development needs and the needs of the installation. Officer Mgt will staff the installation MEL 4 distribution plan with the MSCs.

i. Officer Mgt will manage NBQ captains by year group and TOS. They will establish an installation battery command priority list using this criteria. They must ensure officer professional development needs are met on time and our most senior captains are commanding first. In making command assignments, we will not differentiate between TRADOC and FORSCOM commands.

j. Upon arrival to IIId Armored Corps Artillery or Training Command, a captain will serve in that unit for a minimum of 9 months before he/she is moved.

k. Low density captains will be given the opportunity to command only if their respective branches provide a replacement. Otherwise, they will only serve in authorized staff positions.

l. Command assignments are 18 months +/- 2. Any command tour greater than 24 months requires Commanding General, USAFACFS approval.

m. Second commands for captains require chain of command recommendation not later than the 9th month of the first command. Second commands will normally be served in the opposite MSC from the first command. Exceptions to this policy include the following units: HHB, IIId ACA, HHBs, IIId ACA Brigades, and HHB, FATC.

n. Officer Mgt will assign Army Educational Requirement Board (AERB) designated officers only to designated AERB positions. Officers assigned to these AERB positions will normally serve a 3 year tour. Officer Mgt will coordinate movement of an officer out of an AERB position with PERSCOM.

o. Officer Mgt will assign Army Acquisition Corps officers to specifically designated positions. Each position is designated on the Materiel Acquisition Position Listing (MAPL). We will utilize acquisition officers in accordance with the requisition and positions directed by PERSCOM. We will coordinate movement of officers out of these positions with PERSCOM.

p. Except for nominative positions, we will not require officers to submit to interviews prior to allocation to MSCs.

q. Officer Mgt will manage nonfield artillery officers assigned to Fort Sill IAW

existing Fort Sill policies and developmental guidelines coordinated with respective PERSCOM branch career managers.

r. We may further select battery commanders for development as instructors in the Field Artillery School. Officer Mgt will coordinate with PERSCOM to stabilize selected officers.

s. Commanding General is approval authority for any exceptions to these policies.

5. PROCEDURES.

a. Warrant Officers. Officer Mgt will only assign warrant officers in their designated specialty. We will not assign warrant officers in lieu of commissioned officers.

b. Lieutenants.

(1) Lieutenants assigned to the Field Artillery Training Center, will serve about 12 months before being reassigned to IIld Armored Corps Artillery for 24 months with a delivery unit. Two specific batteries in the Field Artillery Training Center, Battery B, 1st Battalion, 19th Field Artillery and Battery D, 1st Battalion, 40th Field Artillery, are the only exception to the 12 month policy. Lieutenants in these two batteries will serve not more than 24 months before being assigned to IIld Armored Corps Artillery.

(2) Every effort will be made to program officers to attend FACCC prior to completion of 48 months on station, including the time spent in FAOBC.

c. Captains.

(1) Units will afford captains an opportunity to compete for command and to become branch qualified.

(2) The following are procedures are used to assign captains to battery commands.

(a) Officer Management manages the Captain's BQ Priority List which sorts officers, not slated for command in the next five months, by date of arrival.

(b) Instructors in Training Command are not listed on the Captains Priority list. They will command in the MSC of their preference. Their preference will be submitted through the Training Command G-1 NLT 12 months after arrival at Fort Sill.

(c) When the need for a battery commander in Training Command is identified Officer Management will slate according to the following priority.

1 Officer's currently in IIld ACA who have a preference of commanding in Training Command.

2 Officer's in CCC who have a preference of commanding in Training Command.

3 The first officer on the Captain's BQ Priority List who will be within 24 months of his primary zone major's promotion board.

4 The first officer on the Captain's BQ Priority List who has a minimum of 9 months time on station or based on the recommendation of the Corps Artillery Commander, the senior officer in the next available CCC class.

(3) The following applies to officer management slatings from the CPT's BQ priority list.

(a) Officers serving as instructors in Training Command will not begin change of command until they have served at least 18 months in an academic department. To facilitate training cycles, officers may spend no more than 24 months in an academic department before beginning their change of command inventories.

(b) MSCs may slate an officer for battery command no earlier than 5 months prior to the change of command date.

(c) Officer Mgt will identify and publish intra-post transfer orders at least 60 days from the change of command date.

(d) Consider mission requirements and ODP when recommending command slatings from the priority list.

(e) The Chief of Staff, USAFACFS, must approve any exceptions to command slatings recommended from the priority list.

(4) The following procedures apply to slating officers for HHB, IIId ACA and brigade level HHB commands.

(a) Brigade S-1s notify G-1s of upcoming HHB Brigade change of command date.

(b) G-1 notifies Officer Management who notifies opposite MSC G-1.

(c) Brigades nominate potential candidates, forward names to G-1 who has the brigade level change of command with a copy furnished copy to Officer Management

(d) Brigade S-1, who has the change of command, develops interview schedule.

(e) Brigade Commander selects commander or asks for additional candidates.

(5) The following procedures apply to slating officers for second commands other than HHB brigade level commands.

(a) Brigade level commanders nominate officers for a second command NLT their 6th month as a battery commander.

(b) Respective G-1's forward the names to officer management.

(c) Officer management consolidates lists, determines which officers could potentially change based on dates and staffs names/suggestions to G-1s.

(d) Assignments determined with a NLT report date, a decision paper is staffed, approved, and orders are published.

(e) MSC G-1's will ensure officers arriving for a second command are proportionally distributed when feasible. For example firing versus nonfiring battery in IIId ACA and ATC versus 30th Regt for Training Command.

(f) If an officer is nominated for a second command and the opposite MSC does not have an officer available for a second command the following applies:

1 The officer will complete the first command and be reassigned to the opposite MSC. If the first command was in IIId ACA the officer will remain in IIId ACA until a command is available in Training Command.

2 The officer will assume his second command to ensure he completes at least 12 months prior to 36 months time on station.

3 Determine a new commander will be determined from within the same MSC if available. If one is not available the slating guidance from (2)(c)(1) above will apply.

d. Majors.

(1) Majors are assigned to branch qualifying positions in order to ensure unit readiness and meet the requirements of DA Pam 600-3. Assignments are made in priority by the Majors BQ Priority List, which slates the senior MEL 4 officers first.

(2) Slatings are conducted for majors twice annually. One for summer moves (Apr-Sep) and one for winter moves (Oct-Mar).

(a) Priority of fill for majors is BQ positions. Officers slated to BQ positions must be MEL 4 qualified and not be flagged for favorable personnel actions.

(b) Officer management will determine the number of ODP supported positions (BQ and non-BQ) post-wide that will require filling during the slating period based on projected PCS moves.

(c) Officer management will provide the Training Command G-1 and the IIId ACA G-1 a BQ Priority list. The list will include available officers (inbound and currently on

post) sorted by MEL 4 status, year group and date of arrival.

(d) Training Command and IIId ACA will develop a priority list for officers they desire in their unit. Based on these lists Officer Management will slate officers to MSCs by alternating choices between IIId ACA and Training Command, until all BQ positions (plus 2 additional for Training Command to fill critical positions) are filled or until the list of names is exhausted. IIId ACA will receive first choice on odd years, Training Command on even years. Remaining officers will be allocated to non-BQ positions by the same method.

(e) Allocate excess majors (above and beyond ODP) to IIId ACA to fill Brigade XO positions (when LTCs are not available) followed by an equitable spread between IIId ACA and Training Command until the IIId ACA Brigade Assistant S-3 positions are filled. Assign any further excess to Training Command.

(f) Once the MSC is determined for each officer, the respective G1 will determine the duty position for each officer and forward to officer management to prepare a decision paper for the CG, USAFACFS.

(g) The CG, USAFACFS is the approving authority for all majors' assignments.

(3) Officers assigned to an initial BQ job in ATC/30th Regt. will normally serve for 12 months followed by a second job in III ACA or as the ATC BDE S-3.

e. Lieutenant Colonels/Colonels. Commanding General will assign lieutenant colonels and colonels to a specific duty position.

f. Officer Mgt will make every attempt to notify MSCs 3 months in advance of proposed officer professional development reassignments and anticipated gains.

6. NOMINATIVE ASSIGNMENTS.

a. Small Group Leaders (SGL). Major subordinate commanders may nominate senior captains and majors for assignment as a SGL. The prerequisites for selection as SGL are as follows.

(1) High quality.

(2) Successful battery command.

(3) Recommendation from senior commander or PERSCOM.

(4) Fire support officer experience at maneuver battalion or brigade level is desirable, but Assistant Comdt, USAFAS, may grant a waiver.

b. Secretary of the General Staff (SGS), aide-de-camp to the Commanding General,

and protocol officer. Major subordinate commanders may nominate officers for these select positions. Ordinarily, incumbents to these positions will serve 12 months.

7. DEVELOPMENTAL TRAINING.

a. CAS³. Officer Mgt will program captains that have not attended CAS³ as part of the FACCC follow-on, to attend CAS³ while assigned to Fort Sill. Ordinarily, Officer Mgt will program the scheduling of these officers to attend CAS³ during a change in duties (i.e., battery commander being reassigned to USAFAS for instructor duties). MSCs in coordination with DPTM will control the programming of CAS³ seats.

b. Officers will attend functional area qualifying schools (i.e., MAM, ORSA, MAC) while in a TDY status enroute to a PCS. When possible, allow branch qualified captains the opportunity to move into a functional area assignment (i.e., from IIId Armored Corps Artillery to DCD, etc.) at this installation and provide stabilization out to 36 months.

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